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ABSTRACT

This standard operations manual begins by describing the Student Career Introduction Program in Louisville, Kentucky, to acquaint economically disadvantaged students with careers in engineering, architecture, and accounting. Program activities and accomplishments during fiscal year 1984-86 are discussed. Other sections address the application process (school referral, screening, enrollment), site selection, and the three major parts of the program. These are pre-employment training, on-the-job training, and post-employment training (training at a college or university). Information is also provided on the monitoring system; publicity through the public school system, private industry council, and others; and funding. Attachments, amounting to over one-half of the manual, include forms (application, medical release, publicity permission, tax, time sheet, biweekly student intern work activity plan, employer evaluation of student, travel release, student evaluation of program), press releases, information for student participants, and class schedules. (YLB)

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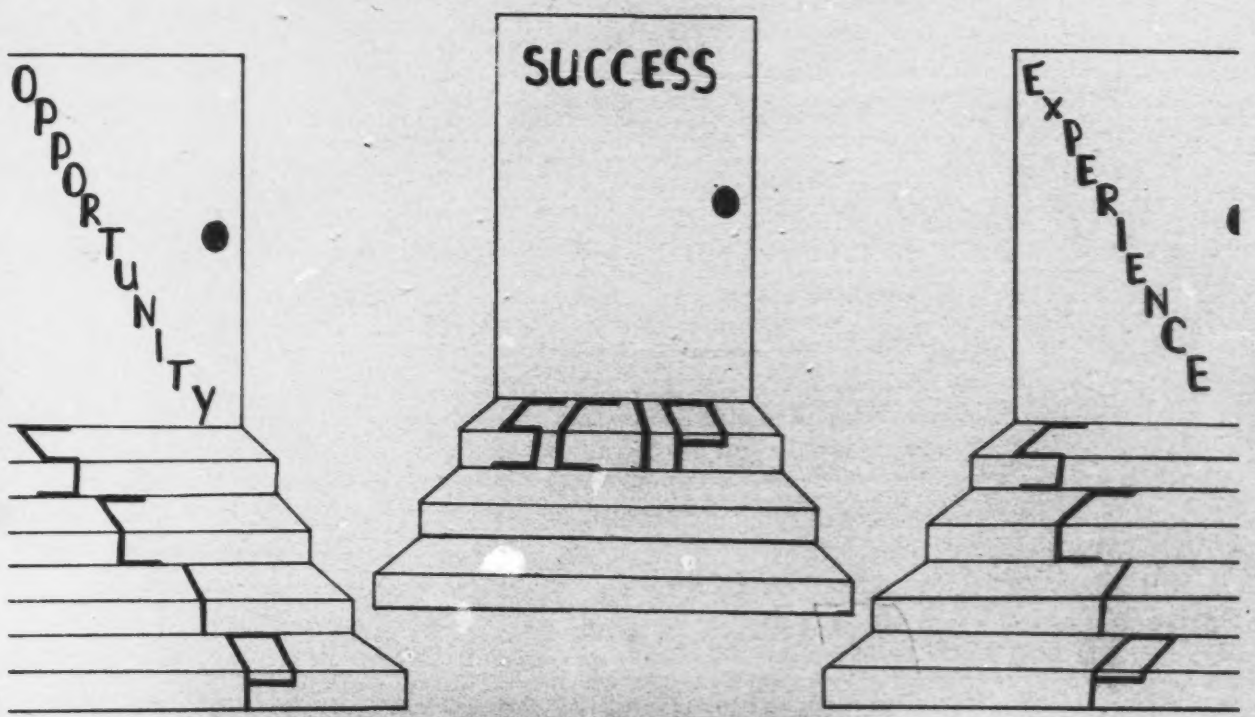

STUDENT CAREER INTRODUCTION PROGRAM

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STANDARD OPERATIONS MANUAL

Student Career Introduction Program
City of Louisville
Economic Development Cabinet
609 West Jefferson Street
Louisville, KY 40202

Dr. Gwen T. Nelson, Project Director
Jenny Johnston, Coordinator

The Department of Education does not discriminate on the basis of race, color, national origin, sex, age (40 to 70), religion, or handicap.

Research and Development Unit
Project Number X998DE023F
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1985

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Student Career Introduction Program

Introduction

The Student Career Introduction Program is to introduce economically disadvantaged students to careers in engineering, architecture, and accounting. The program is divided into three major parts: pre-employment training, on-the-job training, and post-employment training. The first two parts of the program take place after school hours during a fall cycle and a spring cycle. The post-employment is scheduled for the month of June.

The program served forty-nine economically disadvantaged students and four handicapped students during fiscal year 1984-86. The Kentucky Department of Education allocated funds for twenty-nine of the economically disadvantaged students and for the four handicapped students. The Job Training Partnership Agency (JTPA) provided funding for the remaining twenty economically disadvantaged students.

Twenty-six of the 53 students enrolled attended the post-employment training at the University of Kentucky. Of the 26, fifteen were funded by the Kentucky Department of Education and eleven were funded by JTPA. Several of the students had summer commitments that did not allow them to attend the post-employment training.

Progress seminars were held during the fall and spring cycles. The seminars provided information on employment opportunities in mathematics and science-related occupations. The guest speakers were minorities and/or females who have excelled in their careers. Each speaker gave a general overview of accounting, engineering, or architecture and then gave the specifics of his/her field and the achievement of his/her career goals. The speakers also gave career alternatives within the focus of the program.

The private sector support for the program continues to increase. When the program began in the fall of 1984, there were ten companies that had agreed to become involved in the program. By the spring cycle, five more companies had become involved. Eighteen of the students from the fall and spring cycles were hired by the companies as summer employees.

The City is an equal opportunity employer and employment decision's shall be made without regard to race, color, religion, national origin, marital status, physical handicap, sex or age (for individuals who are at least 40 years of age but less than 70 years of age), except where sex or age or physical handicap is a bona fide occupational qualification, or for political belief (except for policy-making positions).

Completed by: Jenny Johnston, Coordinator

Reviewed by: Dr. Gwen Nelson, Project Director

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- C. Enrollment

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I. Application Process

A. School Referral

Students for the program are recruited through the schools. In the Jefferson County Public Schools the Superintendent is contacted to obtain his approval to elicit student applications from the schools. The Deputy Superintendent of School Administration informs the secondary principals that an application packet is forwarded to each high school. (See Attachment 1.)

In addition, students are recruited from private schools. The principals and counselors of the private schools cooperate with the SCIP coordinator in finding students who meet the qualifications.

The student must meet the following guidelines:

1. Student must be a resident of Louisville, Jefferson County.
2. Student must have at least a 2.8 academic average (based on a 4.0 system) and a ninth grade competency level as measured by a standardized achievement test.
3. Student must have an interest in a career relating to mathematics, science, or accounting.
4. Student must be economically disadvantaged or handicapped.
5. Student must have two letters of recommendation--one from the student's high school principal, counselor, or teacher, and the other from a former employer, community agency staff person, pastor, coach, youth center director or other responsible adult.
6. Student must have a satisfactory school attendance record.

The student is responsible for obtaining the letters of recommendation and completing the application. After the application is completed, the counselor reviews, signs, and submits it to the program coordinator. In addition, the counselor forwards the transcript, attendance record, and standardized achievement test scores of the student to the SCIP coordinator.

Upon receiving the application and accompanying data, the coordinator reviews all the information. It is imperative that the student meet all the guidelines in order to be considered for the program.

B. Screening

A screening committee is selected with representatives from the public school system, Private Industry Council, city Personnel Department, city Public Works Cabinet, city Finance and Administration Cabinet, and the SCIP project director and SCIP coordinator. Each committee member receives copies of applications for review and evaluation. The committee then meets to recommend applicants for the program cycle. Final decisions are made by the committee members.

Each participant selected receives a letter of congratulations from the Mayor. The letter also gives the location, times and dates of the pre-employment training. (See Attachment 2.)

C. Enrollment

Every JTPA-certified participant who is selected must be enrolled with the Job Training Partnership Agency in each phase of the program. Upon termination of each phase, a completion/separation form is completed. The enrollment forms and completion/separation forms are compiled to ensure an accurate record of participants enrolled in the program, and to aid in the monitoring process.

Accurate records are also maintained for the students who are funded through the State Department of Education. However, the enrollment forms and the termination of employment forms are maintained by the City of Louisville and are not submitted to another agency.

II. Site Selection

It is the responsibility of the coordinator to locate job sites for each participant in the program. Mayor Harvey I. Sloane issued an Executive Order on September 17, 1984, announcing the creation of the Student Career Introduction Program. (See Attachment 3.) The Executive Order required all contractors with the City in the fields of architecture, engineering, and accounting, where the contract amount equaled or exceeded $40,000, to include provisions to utilize students in on-the-job training. Therefore, several job sites were in place for the participants.

The search for job sites is ongoing. Methods of recruitment used are telephone contacts, mailouts, and conferences with potential employers. The most effective method has been personal contact, whether over the telephone or in conferences. The initial contact is usually made by telephone which is followed by a detailed description of the program and a letter explaining the cost to the contractor. All of the contractors who employed students during the fall cycle hired students during the spring cycle. Due to the high quality of work being performed by the students, the contractors have continued to support the program.

The JTPA requires that the students are rehired for 30 days after completion of the on-the-job training. The Department of Education does not have such a requirement. Therefore, fourteen of the twenty JTPA participants were rehired this summer and only four of the Department of Education students were rehired.

III. Pre-Employment Training

The initial phase of the program is the pre-employment training. The student attends ten hours of classroom training with instruction in writing a resume, preparing for a job interview, completing an application, work attire, telephone skills, and good work habits. For the fall and spring cycles the pre-employment training was conducted at a high school. The students met from 3:30 to 5:30, Monday through Friday for one week. Instructional materials were provided by the Kentucky Department of Education. The instructor was a business teacher from the Jefferson County Public Schools. The students are required to complete a letter of application and a resume at the conclusion of the training. Also, the students are required to complete a City of Louisville application form, a medical release form, a permission form to use his/her picture in publicity, and the appropriate tax forms. (See Attachments 4, 5, 6, & 7.) Attendance is taken daily.

At the conclusion of the pre-employment training, each participant is given his/her on-the-job training site which includes the name of the contact person, address, phone, and date to report to work. The business is provided a copy of the student's resume and letter of application, time sheets, biweekly report forms, and student evaluation form. (See Attachments 8, 9, and 10.)

IV. On-the-Job Training

A. Responsibilities of Student

The student reports to work after school, Monday through Friday. The student is responsible for accurately recording his/her time and for recording his/her work assignments on the biweekly report form. Also, in case of illness or a holiday, the student is responsible for arranging a schedule change with the supervisor.

B. Responsibilities of supervisor

Each business selects an employee to serve as the student's supervisor. The supervisor assigns specific tasks for the student. The supervisor monitors the performance of the student and deals with any conflicts on the job. The supervisor verifies the student's time sheets and completes the student evaluation forms.

C. Responsibilities of Coordinator

After the initial job assignment, the coordinator visits the job sites at least one time a week to monitor the students' progress. The coordinator collects the time sheets and delivers the paychecks. The biweekly report is collected every other week.

If there is a conflict at the job site that has not been resolved, a conference for the student and supervisor can be scheduled with the coordinator functioning as mediator. The student receives a verbal warning concerning the violation of the work standards. If this does not resolve the problem, the student can then be dismissed from work without pay or assigned to another job site. It is imperative that the coordinator remain aware of the student's performance and the supervisor's assessment of such.

D. Progress Seminar

A progress seminar is held midway through the on-the-job training. Guest speakers--specifically minorities and/or females from the fields of accounting, engineering and architecture--are invited to speak to the participants. The speakers focus on reasons for choosing their careers, the educational requirements, and the employment opportunities. In addition, articles on the careers are available for the students. The progress seminars have proven to be a valuable part of the training.

V. Post-Employment Training

The focus of the post-employment training is to provide the program participants with training in the area of accounting, architecture or engineering at a college or university. They also receive training in computer science, library science, career development, and post-secondary educational opportunities.

A. College/University Selection

In order to select a college for the post-employment training, letters are mailed to the colleges or universities requesting the school to send a suggested curriculum and budget proposal. The curriculum and budget proposals are reviewed by the project director, the Economic Development Cabinet director and the coordinator. For program year 1984-85, the University of Kentucky was selected. After the school has been selected, a letter of acceptance is mailed to that school. The other schools are informed of the decision.

B. Curriculum and Budget Planning

The program was handled through the University Extension Office. A meeting was held with the school representatives and the SCIP project director and coordinator to finalize the curriculum and budget plans. In addition, the arrangements for the food service, dormitory, transportation, insurance, and recreation are determined.

A list of the students in the architecture, accounting, and engineering classes, along with current transcripts, were mailed to the Dean of the University Extension Office. The University was also given the roommate selection and the assigned meal ticket numbers.

C. Parents' Meeting

A meeting is held with the parents of the post-employment participants. Each participant receives a folder that contains the following:

1. Post-employment application to be completed by the parent(s)
2. General Information list
3. Rules
4. Discipline Method and Warning form
5. Inventory form
6. Medical and Travel Release form
7. Daily agenda
8. Class schedules
9. Personal Items list
10. UK map and brochure (See Attachments 12 through 20.)

The coordinator reviews the information; asks parents to complete application form; gives departure and return times; and answers questions.

D. Post-Employment Summary

Fifteen Department of Education and eleven JTPA participants of the SCIP completed three weeks of post-employment training at the University of Kentucky, June 9 through June 28, 1985. The training was funded by the JTPA and the State Department of Education.

Upon arrival on June 9, the students were assigned room numbers, were given keys to their room and their meal tickets. After the evening meal, the students were taken on a guided tour around the University campus by the female physical education specialist.

The students were covered by medical insurance during the post-employment training. The Student Health Services on campus treated the students for minor medical emergencies.

At 8:15 a.m. on June 10, classes began with an orientation to the post-employment training. The students were on the daily class schedule

Monday through Friday for the three weeks. The engineering and accounting students had computer science and library science classes in the afternoon. The architecture students were in a computer graphics class in the evening. Each class went on field trips relating to the course of study and had guest speakers as part of the curriculum.

The students went to Fort Boonesboro and to the Kentucky Horse Park as part of the recreational activities. The coordinator was assisted by the male and the female physical education specialists.

Each morning the students participated in a career development class. Speakers from the field of law, journalism, politics, education, banking, military science, and computer science provided an extensive background on his/her field along with the educational requirements. Finally, the students were provided information on enrolling in a college or university, the financial resources available, and the academic requirements.

At the termination of the post-employment training, the students and instructors evaluated the program. (See Attachment 21.)

The concensus is that the training was extremely successful in facilitating the student's ambition of furthering his/her education.

VI. Monitoring System

The program is monitored in the following ways to ensure that it is a positive experience for both the students and the private sector:

1. The supervisors assign the tasks for each student. The biweekly student work activity plan is submitted by the student or supervisor which indicates work assigned. The coordinator reviews the plan to see what tasks are being done, what skills are required and if the tasks are relative to the student's background.
2. The employer evaluates the student's performance at the middle and end of the cycle on the Employer's Evaluation of Student Intern form. An overall assessment is provided.
3. Reports are submitted to the Department of Education three times annually, i.e., two on the Project Progress and one on the Annual Reporting. The progress reports address activities and achievements, changes, recommendations, and plans. The annual report is an overview of the program stating what has happened during the program year. The second part of the annual report is the operations manual.
4. The program is monitored by the Job Training Partnership Agency which includes visitation to the job sites of the participants.
5. The coordinator weekly monitors the students at the work sites with the project director monitoring periodically.
6. At the end of the program, each student submits a report on the employment experience and the program as a whole.
7. The contractors provide feedback on the program in letters of commitment to the program.

8. The students assess the post-employment training and the instructors complete a student evaluation on each participant.

Many persons are assessing the progress and quality of the program. Through these joint efforts, we receive feedback when changes are needed, which can then be addressed quickly and efficiently.

VII. Publicity

The program has been publicized through the media, personal contact, mailouts, and the public school system. A press conference with Mayor Sloane and Superintendent of Schools, Alice McDonald, was held on September 17, 1984, to announce the creation of the program. (See Attachment 23.) The press conference was covered by television, the radio, and newspapers.

A. Public School System

The public school system has been extremely supportive by announcing the progress and openings in the program. The school system has been involved in the recruitment of students, announcing those enrolled in the program, and providing an overview of the post-employment training. (See Attachment 24.)

B. Private Industry Council

Personal contact was made with several high school students during the Private Industry Council "PICnic" in February, 1985. Handouts were distributed to interested parents and students. A highlight of the day was a SCIP participant showing state representative, Al Bennett, how to use a small computer. The participant was using the skills she had acquired during her on-the-job training.

C. Others

It is the responsibility of the coordinator to keep the public school system and the media informed concerning the program happenings. The community as a whole has been extremely supportive in publicizing the program. After its first year of performance, the program was nominated for the National Business Alliance Award and the national Mayor's Conference award.

Letters were mailed to fifty engineering, accounting, and architecture firms. The letters explained the purpose of the program as well as the monetary obligations of participating firms. This has assisted in providing nine (9) new job sites for the next program year.

VIII. Funding

The program is funded by the Kentucky Department of Education and the Job Training Partnership Agency. The fiscal year begins July 1 and ends June 30. Both funding sources provide monies for the compensation in lieu of the students' wages, coordinator's salary, training costs of pre-employment and post-employment, and operating expenses.

Two grant proposals were submitted to the Kentucky Department of Education for fiscal year 1984-85. Funding was received for the economically disadvantaged and handicapped students. The grant monies paid $2 of the $4 student wage. One grant proposal was submitted for funding in the sex equity category for the fiscal year 1985-86.

A grant proposal was also submitted to the Job Training Partnership Agency. Grant monies were awarded for the try-out employment and post-employment training of JTPA-certified participants during fiscal year 1984-85. The JTPA monies paid $3.35 of the student's $4 wage.

The students who are enrolled in the program become temporary employees of the City of Louisville and receive a weekly paycheck from the City. At the end of the program year, each contractor receives a billing requesting reimbursement for the portion of the student's wage owed the City. The City submits a reimbursement request to the Department of Education billing which is due by July 3. In the event that the amount of money budgeted for a category exceeds or falls below the set figure, the budget is amended to reflect the change.

Attachments

1. Application
2. Congratulations Letter
3. Executive Order of Mayor Sloane and Press Release
4. City of Louisville Application
5. Medical Release Form
6. Publicity Permission Form
7. Tax Forms
8. Time Sheet
9. Biweekly Report
10. Student Evaluation Form
11. Progress Seminar Program
12. Post-employment Application
13. General Information List
14. Rules
15. Discipline Method and Warning Form
16. Inventory Form
17. Medical and Travel Release Form
18. June Calendar
19. Class Schedules
20. Personal Items List
21. UK Evaluation
22. UK Student Evaluation
23. Press Release by Alice McDonald
24. JCPS News Release

STUDENT CAREER INTRODUCTION PROGRAM
STUDENT INTERN EMPLOYMENT APPLICATION

DATE _____
NAME _____ PHONE _____
Last First Middle
DATE OF BIRTH _____ AGE _____ SOCIAL SECURITY NO. _____
PRESENT ADDRESS _____
Street City State Zip Code
PERMANENT ADDRESS _____
Street City State Zip Code
IN CASE OF EMERGENCY, WHO SHOULD BE NOTIFIED?
NAME _____ RELATION _____
ADDRESS _____ PHONE _____
SCHOOL CURRENTLY ATTENDING _____
Name Address
GRADE POINT AVERAGE _____ YEARS IN SCHOOL _____
EMPLOYMENT OR VOLUNTEER EXPERIENCE: Beginning with your last job, list and describe in detail any summer, part-time or full-time jobs you have had. Include any volunteer work you have done.
1. EMPLOYER'S NAME _____ ADDRESS _____
TYPE OF BUSINESS _____ PHONE _____
YOUR TITLE _____ YOUR SUPERVISOR'S NAME _____
SALARY OR HOURLY WAGE _____ STARTING DATE _____ LEAVING DATE _____
REASON FOR LEAVING _____
DESCRIBE YOUR DUTIES AND RESPONSIBILITIES _____
_____
2. EMPLOYER'S NAME _____ ADDRESS _____
TYPE OF BUSINESS _____ PHONE _____
YOUR TITLE _____ YOUR SUPERVISOR'S NAME _____
SALARY OR HOURLY WAGE _____ STARTING DATE _____ LEAVING DATE _____
REASON FOR LEAVING _____
DESCRIBE YOUR DUTIES AND RESPONSIBILITIES _____
_____
WHAT ARE YOUR FAVORITE SUBJECTS IN SCHOOL? _____
_____
IN WHAT EXTRACURRICULAR ACTIVITIES DO YOU PARTICIPATE? _____
_____
WHAT ARE YOUR HOBBIES OR INTERESTS? _____
_____
EDUCATIONAL GOALS: Write one or two sentences describing your educational plans after high school: _____
_____
CAREER GOALS: Write One or two sentences describing you career plans:
_____
_____
IN WHAT CYCLE DO YOU WANT TO WORK? ____ Summer ____ Fall ____ Spring

REFERENCES: Two letters of recommendation should accompany this application. One should be from your high school principal, teacher or counselor and the other from a former employer, community agency staff person, pastor, coach, youth center director or other responsible adult.

TRANSCRIPT: An official transcript of high school grades should accompany this application.

ATTENDANCE RECORD: A high school attendance record should also be enclosed.

ATTACHMENT 1

STUDENT CAREER INTRODUCTION PROGRAM
STUDENT INTERN EMPLOYMENT APPLICATION (cont'd)

SIGNATURES

I certify that I have reviewed this application and determined that this student meets the basic criteria for eligibility for the Student Career Introduction Program.

_____ _____
Counselor Date

I certify that the information given in this application is correct and complete to the best of my knowledge.

_____ _____
Student Date

ATTACHMENT 1 (cont'd)

HARVEY I. SLOANE
MAYOR

City of Louisville
Kentucky

Office of the Mayor

July 2, 1985

Name of Student
Address
City, State, Zip Code

Dear Student:

Congratulations! You have been chosen to participate in the summer cycle of the Student Career Introduction Program (SCIP). You will begin your summer employment on July 15, 1985 and will receive $4 per hour.

In order for you to be placed on a job, you must first attend the pre-employment training to introduce you to the work world. You will need to report to Jefferson State Vocational School, 727 West Chestnut Street, Room 108, on July 8, 1985, at 9 a.m. The classes will be from 9 a.m. to 12:30 p.m. on Monday and Tuesday and from 9 a.m. to 12 noon on Wednesday. At the conclusion of the training, you will receive the name of the company where you will be working.

If you have any questions, please contact Jenny Johnston at 587-3051.

Sincerely,

Harvey I. Sloane

ATTACHMENT 2

An Equal Opportunity Employer

EXECUTIVE ORDER NO. 1 SERIES 1984

ESTABLISHING A STUDENT CAREER INTRODUCTION PROGRAM FOR CITY CONTRACTS IN THE FIELDS OF ARCHITECTURE, ENGINEERING, AND ACCOUNTING, WHERE THE CONTRACT AMOUNT EQUALS OR EXCEEDS $40,000.

WHEREAS, it is desirable to facilitate entry of youths into the professions of architecture, engineering, and accounting by the following means:

(a) Introduction of young people from the Louisville community to professions of architecture, engineering, and accounting through direct, supervised, on-the-job experience;

(b) Assistance of economically disadvantaged youth of the community in finding gainful employment;

(c) Encouraging minorities and females to explore opportunities in professional and technical fields which traditionally lack adequate representation from those groups;

(d) Establishment of a practical system of cooperation between the City of Louisville and the private sector in alleviating the problem of youth unemployment;

(e) Preparation of young people to meet the demand of new technologies; and

WHEREAS, funding to accomplish the foregoing goals is available through grants from a number of sources;

NOW, THEREFORE, I, HARVEY I. SLOANE, Mayor and Chief Executive Officer of the City of Louisville, do hereby issue the following EXECUTIVE ORDER.

ATTACHMENT 3

1. Upon finalization of the grant of grants subsidizing the program described herein, and for the duration of funding subsidizing same, all professional service contracts, and all requests for proposals and contracts entered pursuant thereto, for the City of Louisville or any agency, board, commission or department of the City, in the fields of architecture, engineering, and accounting, where the amount of the contract equals or exceeds $40,000, shall comply with the requirements set forth hereinbelow.

2. All contracts and requests for proposals subject to this Executive Order shall contain provisions to the following effect:

A. The contractor agrees to participate in a Student Career Introduction Program ("SCIP") as described in the guidelines promulgated by the City's Economic Development Cabinet at the time of entry into the contract.

B. The contractor shall provide on-the-job training to a number of SCIP students determined by the SCIP Program Director pursuant to the SCIP program guidelines. Each SCIP student shall be provided on-the-job training for ten hours per week, two hours per day during the length of the training cycle for the student. The training shall entail work assignments related to the professional service rendered by the contractor to the City, but not necessarily confined to the project area under contract, pursuant to a work assignment plan complying with the SCIP program guidelines.

C. The length of training for each SCIP student shall be thirteen weeks. (In the case of JTPA SCIP students, a minimum of thirty additional days of employment by the contractor will be required.)

D. During the thirteen week training cycles, all students participating in the SCIP shall be City employees receiving a wage of $4 per hour as part-time, temporary employees in City service. (Thereafter, the students shall become employees of the contractor as required under JTPA SCIP or at the contractor's discretion.)

E. The contractor may elect to participate under the JTPA SCIP or under the non-JTPA SCIP.

i. Under the JTPA SCIP, the employer shall contribute the Private Industry Council 65¢ per hour of the $4 per hour to be paid the student during the thirteen weeks of each student's training cycle. This contribution shall be made in a lump-sum-payment at the end of each training cycle. Thereupon, the training cycle shall be completed, but the contractor shall retain as its own employees the student for at least thirty additional days.

ii. Employers participating under the non-JTPA SCIP shall contribute to the City of Louisville $2 per hour of each student's $4 per hour wage during the thirteen week training cycle of each student.

F. SCIP students shall be selected by the SCIP selection committee pursuant to the SCIP guidelines promulgated by the Economic Development Cabinet.

G. The contractor may employ non-JTPA SCIP students on its own after the required SCIP training cycle has been completed, and may continue to employ JTPA students after the thirty-day employment required hereinabove has been completed.

HARVEY I. SLOANE, MAYOR

APPROVED AS TO FORM:

FRANK X. QUICKERT, JR.
DIRECTOR OF LAW
CITY OF LOUISVILLE

ATTACHMENT 3 (cont'd)

CITY OF LOUISVILLE
KENTUCKY
WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Date _____ Date of Birth _____ Social Security Number _____

DO NOT WRITE IN THIS SPACE

Name _____ Phone _____
LAST FIRST MIDDLE

Present Address _____
STREET CITY STATE ZIP CODE

Permanent Address _____
STREET CITY STATE ZIP CODE

Title of Position(s) for which you are applying _____

Is there any reason why you may be unable to perform the duties required of this position? ☐Yes ☐No

If yes, explain _____

Have you ever applied for employment with the City of Louisville ☐Yes ☐No

If yes, when? _____ Have you previously been employed by the City of Louisville? ☐No ☐Yes

If yes, list Date, Department and Title _____

If related to anyone in our employ, state name and department and relationship _____

Have you ever received compensation for injuries? ☐No ☐Yes Explain _____

Operators License Number _____ Do you have adequate transportation ☐Yes ☐No

Have you had a serious illness or injury within the past five years? ☐No ☐Yes Describe _____

In case of an emergency, who should be notified (List name, address, relation, and phone of two persons)

(1) _____

(2) _____

EDUCATION AND TRAINING. Give complete information for **all** of your education and training

	GRADE SCHOOL	HIGH SCHOOL	COLLEGE	GRADUATE SCHOOL
Circle Highest Grade completed	1 2 3 4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4

SCHOOLS	NAME and ADDRESS of SCHOOLS	Dates Attended From Mo	From Yr	To Mo	To Yr	Date of Graduation	Semester Hours*	Major & Minor Course Study	Degree	
GRADE SCHOOL										
HIGH SCHOOL OR G.E.D.										
COLLEGE UNIVERSITY										
COLLEGE UNIVERSITY										
Vocational Business-Military										

*Indicate Quarter Hrs. or Semester Hrs.

List any machinery or office equipment you can operate: _____

Can you type? ☐Yes ☐No WPM____ Can you take dictation? ☐Yes ☐No WPM____

ATTACHMENT 4

BEST COPY AVAILABLE

BEST COPY AVAILABLE

EMPLOYMENT EXPERIENCE Begin with your present job and describe in detail each specific job within the last five years. Periods of unemployment should also be noted. Leave no gaps in time sequence. Be sure to list all applicable experience which qualifies you for position(s) sought. It is very important that you describe your duties and responsibilities under each position listed. A Resume of your background may be attached.

DO NOT WRITE IN THIS SPACE

Company Name	Type of Business	Company Address	
Starting Date: Mo. / Yr.	Leaving Date: Mo. / Yr.	Starting Base Salary	Final Base Salary
Name of Immediate Supervisor		Supervisor's Position Title	
Starting Position Title		Present or Last Position	

Explain reason for leaving or wanting to leave: _____

Please describe your duties and responsibilities: _____

May we contact your present employer now? ☐ Yes ☐ No If no, when? _____ Employer's Phone Area Code _____

Company Name	Type of Business	Company Address	
Starting Date: Mo. / Yr.	Leaving Date: Mo. / Yr.	Starting Base Salary	Final Base Salary
Name of Immediate Supervisor		Supervisor's Position Title	
Starting Position Title		Present or Last Position	

Explain reason for leaving or wanting to leave: _____

Please describe your duties and responsibilities: _____

Company Name	Type of Business	Company Address	
Starting Date: Mo. / Yr.	Leaving Date: Mo. / Yr.	Starting Base Salary	Final Base Salary
Name of Immediate Supervisor		Supervisor's Position Title	
Starting Position Title		Present or Last Position	

Explain reason for leaving or wanting to leave: _____

Please describe your duties and responsibilities: _____

Company Name	Type of Business	Company Address	
Starting Date: Mo. / Yr.	Leaving Date: Mo. / Yr.	Starting Base Salary	Final Base Salary
Name of Immediate Supervisor		Supervisor's Position Title	
Starting Position Title		Present or Last Position	

Explain reason for leaving or wanting to leave: _____

Please describe your duties and responsibilities: _____

Company Name	Type of Business	Company Address	
Starting Date: Mo. / Yr.	Leaving Date: Mo. / Yr.	Starting Base Salary	Final Base Salary
Name of Immediate Supervisor		Supervisor's Position Title	
Starting Position Title		Present or Last Position	

Explain reason for leaving or wanting to leave: _____

Please describe your duties and responsibilities: _____

Have you ever been convicted of a felony or misdemeanor? ☐ Yes ☐ No If yes, please list: _____

METHOD OF RECRUITMENT — Personal Contact Newspaper Radio Other _____

MILITARY EXPERIENCE

	BRANCH OF SERVICE	RANK AT SEPARATION	PRESENT SELECTIVE SERVICE CLASSIFICATION
Entry Date: _____			
Separation Date: _____			

LICENSE OR CERTIFICATION

If a License, Certificate, or other authorization to practice a trade or profession is relevant, please list

Name of Trade of Profession	License Number	Granted By	Address of Licensing Agency

Date _____ Signature of Applicant _____

I certify that this information given in this application is correct and complete to the best of my knowledge. I am aware that, should an investigation at any time show any falsification, I will not be considered for employment or, if employed, falsification will be sufficient grounds for immediate discharge. I agree to cooperate to such an investigation and police check and release from all liability all persons, companies, or corporations supplying such information. I consent to taking a pre-employment physical examination and such future physical examinations as may be required by the City of Louisville. Failure to meet minimum physical standards would disqualify me from employment. I further agree to wear or use protective clothing or devices as required by the City of Louisville to comply with safety rules. I understand that failure to comply with such safety rules will be sufficient grounds for immediate discharge. I understand that permanent employment depends upon the successful completion of a 6 month probationary period.

Date: _____ Signature of Applicant 31

ATTACHMENT 4 (continued)

HARVEY I. SLOANE
MAYOR

Economic
Development
Cabinet

2nd Floor, City Hall Annex • 609 West Jefferson • Louisville, KY 40202 • 502/587-3051

Charles H. Buddeke, III
Executive Director

MEDICAL RELEASE FORM

Student Career Introduction Program

I, _____, being the parent or legal guardian of _____, hereby give my consent for emergency medical treatment. I understand that in the event of an emergency illness or injury, I will be notified as soon as possible. It is also understood that parents/guardians are responsible for payments of medical/health care. This form is valid until such time a written statement from the parent/guardian is received stating otherwise.

_____ _____
PARENT/GUARDIAN DATE

_____ _____
WITNESS DATE

FAMILY PHYSICIAN: _____
NAME ADDRESS PHONE

HOSPITAL: _____
NAME ADDRESS

Emergency Contact Person: _____
NAME ADDRESS PHONE

ATTACHMENT 5

An Equal Opportunity Employer

HARVEY I. SLOANE
MAYOR

Economic
Development
Cabinet

2nd Floor, City Hall Annex • 609 West Jefferson • Louisville, KY 40202 • 502/587-3051

Charles H. Buddeke, III
Executive Director

I, _____. hereby grant permission for the photograph taken of myself by Jenny Johnston, Coordinator, to be used by the Student Career Introduction Program in its publicity campaign. I understand that my name will also be used in the campaign by permission.

_____ _____
SIGNATURE-Student DATE

_____ _____
SIGNATURE-Parent DATE

ATTACHMENT 6

An Equal Opportunity Employer

Form **W-4** (Rev. January 1985)

Department of the Treasury—Internal Revenue Service

Employee's Withholding Allowance Certificate

OMB No. 1545-0010
Expires: 11-30-87

1 Type or print your full name

2 Your social security number

Home address (number and street or rural route)

City or town, State, and ZIP code

3 Marital Status ☐ Single ☐ Married ☐ Married, but withhold at higher Single rate
Note: If married, but legally separated, or spouse is a nonresident alien, check the Single box

4 Total number of allowances you are claiming (from line F of the worksheet on page 2) . . . . . .

5 Additional amount, if any, you want deducted from each pay . . . . . $

6 I claim exemption from withholding because (see instructions and check boxes below that apply):

a ☐ Last year I did not owe any Federal income tax and had a right to a full refund of **ALL** income tax withheld, **AND**

b ☐ This year I do not expect to owe any Federal income tax and expect to have a right to a full refund of **ALL** income tax withheld. If both a and b apply, enter the year effective and "EXEMPT" here . . . ▶ Year

c If you entered "EXEMPT" on line 6b, are you a full-time student? . . . . . ☐ Yes ☐ No

Under penalties of perjury, I certify that I am entitled to the number of withholding allowances claimed on this certificate, or if claiming exemption from withholding, that I am entitled to claim the exempt status.

Employee's signature ▶ Date ▶ , 19

7 Employer's name and address (Employer: Complete 7, 8, and 9 only if sending to IRS)	8 Office code	9 Employer identification number

Detach along this line. Give the top part of this form to employer; keep the lower part for your records.

Changes You Should Note.—The value of each withholding allowance has increased to $1,040 and the income tax brackets have expanded to reflect indexing. Therefore, income tax withholding has decreased. If you claim withholding allowances for deductions and credits, you should check to be sure that enough tax is being withheld.

Privacy Act and Paperwork Reduction Act Notice.—If you do not give your employer a certificate, you will be treated as a single person with no withholding allowances as required by law. We ask for this information to carry out the Internal Revenue laws of the United States. We may give the information to the Dept. of Justice for civil or criminal litigation and to the States and the District of Columbia for use in administering their tax laws.

Purpose.—The law requires that you complete Form W-4 so that your employer can withhold Federal income tax from your pay. Your Form W-4 remains in effect until you change it or, if you entered "EXEMPT" on line 6b above, until February 15 of next year. By correctly completing this form, you can fit the amount of tax withheld from your wages to your tax liability.

If you got a large refund last year, you may be having too much tax withheld. If so, you may want to increase the number of your allowances on line 4 by claiming any other allowances you are entitled to. The kinds of allowances, and how to figure them, are explained in detail below.

If you owed a large amount of tax last year, you may not be having enough tax withheld. If so, you can claim fewer allowances on line 4, or ask that an additional amount be withheld on line 5, or both.

If the number of withholding allowances you are entitled to claim decreases to less than you are now claiming, you must file a new W-4 with your employer within 10 days.

The instructions below explain how to fill in Form W-4. **Publication 505,** Tax Withholding and Estimated Tax, contains more information on withholding. You can get it from most IRS offices.

For more information about who qualifies as your dependent, what deductions you can take, and what tax credits you qualify for, see the Form 1040 instructions.

You may be fined $500 if you file, with no reasonable basis, a W-4 that results in less tax being withheld than is properly allowable. In addition, criminal penalties apply for willfully supplying false or fraudulent information or failing to supply information requiring an increase in withholding.

Line-By-Line Instructions

Fill in the identifying information in Boxes 1 and 2. If you are married and want tax withheld at the regular rate for married persons, check "Married" in Box 3. If you are married and want tax withheld at the higher Single rate (because both you and your spouse work, for example), check "Married, but withhold at higher Single rate" in Box 3.

Line 4 of Form W-4

Total number of allowances.—Use the worksheet on page 2 to figure your allowances. Add the number of allowances for each category explained below. Enter the total on line 4.

If you are single and hold more than one job, you may not claim the same allowances with more than one employer at the same time. If you are married and both you and your spouse are employed, you may not both claim the same allowances with both of your employers at the same time. To have the highest amount of tax withheld, claim "0" allowances on line 4.

A. Personal allowances.—You can claim the following personal allowances:

1 for yourself, 1 if you are 65 or older, and 1 if you are blind.

If you are married and your spouse either does not work or is not claiming his or her allowances on a separate W-4, you may also claim the following allowances: 1 for your spouse, 1 if your spouse is 65 or older, and 1 if your spouse is blind.

B. Special withholding allowance.—Claim the special withholding allowance if you are single and have one job or you are married, have one job, and your spouse does not work. You may still claim this allowance so long as the total wages earned on other jobs by you or your spouse (or both) is 10% or less of the combined total wages. Use this special withholding allowance only to figure your withholding. Do not claim it when you file your return.

C. Allowances for dependents.—You may claim one allowance for each dependent you will be able to claim on your Federal income tax return.

Note: *If you are not claiming any deductions or credits or income averaging, skip D and E, add lines A, B, and C, enter the total on line F and carry the total over to line 4 of Form W-4.*

Note: *Before you claim allowances under D and E, total your non-wage taxable income (interest, dividends, self-employment income, etc.) and subtract this amount from estimated deductions you would otherwise enter in D1. If your non-wage income is greater than the amount of estimated deductions, you cannot claim any allowances under D. Moreover, you should take one-third of the excess (non-wage income over estimated deductions) and add this to the appropriate "A" value in Table 1 if determining allowances under E.*

D. Allowances for estimated deductions.—If you expect to itemize deductions, you may be entitled to additional withholding allowances. You may also use net losses shown on Schedules C, D, E, and F (Form 1040), the last line of Part II of Form 4797, any net operating loss carryover, charitable contributions for nonitemizers, and adjustments to income (such as IRA or Keogh contributions, employee business expenses, alimony payments, etc.). See Schedule A (Form 1040) for deductions you can itemize and see the Adjustments to Income section on page 1 of Form 1040 for a list of adjustments. Do not include reimbursed moving expenses or IRA contributions made by your employer unless income tax has been withheld on them by your employer. If no tax has been withheld on them and you claim additional allowances for them, you will be underwithheld. For details, see Publication 505.

The deduction allowed a married couple when both work is 10% of the lesser of $30,000 or the qualified earned income of the spouse with the lower income.

Once you have determined these deductions, enter the total on line D1 of the worksheet on page 2 and figure the number of withholding allowances for them.

E. Allowances for tax credits.—If you expect to take credits like those shown on the 1984 Form 1040 (child care, residential energy, etc.), use the table on the top of page 2 to figure the number of additional allowances you can claim. You may estimate these credits. Include the earned income credit only if you are not receiving advance payment of it. Also, if you expect to income average, include the amount of the reduction in tax because of averaging and any excess social security tax withheld when using the table

BEST COPY AVAILABLE

Line 5 of Form W-4

Additional amount, if any, you want deducted from each pay.—If you are not having enough tax withheld from your pay, you may ask your employer to withhold more by filling in an additional amount on line 5. Often, married couples, both of whom are working, and persons with two or more jobs need to have additional tax withheld. You may also need to have additional tax withheld because you have income other than wages, such as interest and dividends, capital gains, rents, alimony received, taxable social security benefits, etc. Estimate the amount you will be underwithheld and divide that amount by the number of pay periods in the year. Enter the additional amount you want withheld each pay period on line 5.

Line 6 of Form W-4

Exemption from withholding.—You can claim exemption from withholding only if last year you did not owe any Federal income tax and had a right to a refund of all income tax withheld, and this year you do not expect to owe any Federal income tax and expect to have a right to a refund of all income tax withheld. If you qualify, check Boxes 6a and b, write the year exempt status is effective and "EXEMPT" on line 6b, and answer Yes or No to the question on line 6c.

If you want to claim exemption from withholding next year, you must file a new W-4 with your employer on or before February 15 of next year. If you are not having Federal income tax withheld this year, but expect to have a tax liability next year, the law requires you to give your employer a new W-4 by December 1 of this year. If you are covered by social security, your employer must withhold social security tax.

Your employer must send to IRS any W-4 claiming more than 14 withholding allowances or claiming exemption from withholding if the wages are expected to usually exceed $200 a week. The employer is to complete Boxes 7, 8, and 9 only on copies of the W-4 sent to IRS.

Table 1—For Figuring Your Withholding Allowances for Estimated Tax Credits and Income Averaging (Line E)

Estimated Salaries and Wages from All Sources	Single Employees		Head of Household Employees		Married Employees (When Spouse not Employed)		Married Employees (When Both Spouses Are Employed)	
	(A)	(B)	(A)	(B)	(A)	(B)	(A)	(B)
Under $15,000	$ 90	$160	$ 0	$160	$ 50	$130	$ 0	$130
15,000-25,000	120	260	0	260	60	180	310	180
25,001-35,000	160	320	0	320	150	240	770	230
35,001-45,000	240	390	0	390	200	300	1,380	260
45,001-55,000	610	390	0	390	200	350	2,100	320
55,001-65,000	1,260	390	110	390	300	390	2,890	350
Over 65,000	2,250	390	730	390	570	390	3,590	390

Worksheet to Figure Your Withholding Allowances To Be Entered on Line 4 of Form W-4

A Personal allowances . . . . . ▶ A

B Special withholding allowance (not to exceed 1 allowance—see instructions on page 1) . . . . . ▶ B

C Allowances for dependents . . . . . ▶ C

If you are not claiming any deductions or credits or income averaging, skip lines D and E.

D Allowances for estimated deductions:

1 Enter the total amount of your estimated itemized deductions, alimony payments, qualified retirement contributions including IRA and Keogh (H.R. 10) plans, deduction for a married couple when both work, business losses including net operating loss carryovers, moving expenses, employee business expenses, penalty on early withdrawal of savings, and charitable contributions for nonitemizers for the year . . . . . ▶ 1 $

2 If you do not plan to itemize deductions, enter $520 on line D2. If you plan to itemize, find your total estimated salaries and wages amount in the left column of the table below. (Include salaries and wages of both spouses.) Read across to the right and find the amount from the column that applies to you. Enter that amount on line D2. . . . . ▶ 2 $

Estimated salaries and wages from all sources:	Single and Head of Household Employees (only one job)	Married Employees (one spouse working and one job only)	Employees with more than one job or Married Employees with both spouses working [1]
Under $20,000	$2,800	$3,900	35% of estimated salaries and wages
20,000-45,000	2,800	3,900	22% of estimated salaries and wages
45,001-60,000	8% of estimated salaries and wages	3,900	19% of estimated salaries and wages
Over $60,000	10% of estimated salaries and wages	7% of estimated salaries and wages	18% of estimated salaries and wages

3 Subtract line D2 from line D1 (But not less than zero) . . . . . ▶ 3 $

4 Divide the amount on line D3 by $1,040 (increase any fraction to the next whole number). Enter here . . . ▶ D

E Allowances for tax credits and income averaging: use Table 1 above for figuring withholding allowances

1 Enter tax credits, excess social security tax withheld, and tax reduction from income averaging $

2 Enter the column (A) amount from Table 1 for your salary range and filing status (single, etc.) However, enter 0 if you claim 1 or more allowances on line D4 . . . . . $

3 Subtract line 2 from line 1 (If zero or less, do not complete lines 4 and 5) . . . . . $

4 Find the column (B) amount from Table 1 for your salary range and filing status . . . . . $

5 Divide line 3 by line 4. Increase any fraction to the next whole number. This is the maximum number of withholding allowances for tax credits and income averaging. Enter here . . . . . ▶ E

Example: A taxpayer who expects to file a Federal income tax return as a single person estimates annual wages of $12,000 and tax credits of $650. The $12,000 falls in the wage bracket of under $15,000. The value in column (A) is $90. Subtracting this from the estimated credits of $650 leaves $560. The value in column (B) is $160. Dividing $560 by $160 gives 3.5. Since any fraction is increased to the next whole number, show 4 on line E.

F Total (add lines A through E). Enter total here and on line 4 of Form W-4 . . . . . ▶ F

[1] If you earn 10% or less of your total wages from other jobs or one spouse earns 10% or less of the couple's combined total wages, you can use the "Single and Head of Household Employees (only one job)" or "Married Employees (one spouse working and one job only)" table, whichever is appropriate.

Codes:

H- Holiday
M- Military
F- Funeral
V- Vacation
S- Sick
E- Comp Earned
U- Comp Used

WEEKLY TIME SHEET

Name of Employee _____
Dept. _____

For week Ending _____ 19 _____
Eligible for () Compensatory Time () Overtime Pay

DAY OF WEEK	Morning		Afternoon		OTHER	For office use only		
	IN	OUT	IN	OUT		Regular Hours	Overtime Hours	Other
MONDAY								
TUESDAY								
WEDNESDAY								
THURSDAY								
FRIDAY								
SATURDAY								
SUNDAY								
TOTALS								

This Time Sheet Must Be Completed By Employee

Approved: _____
Supervisor Employee

Under the C & C Ordinance

** Falsification of any information or time worked may result in the dismissal of the person responsible for such falsification(C and C Ord. 1979-80.)

(agency copy to be retained for 3 years plus audit)

Codes:

H- Holiday
M- Military
F- Funeral
V- Vacation
S- Sick
E- Comp Earned
U- Comp Used

WEEKLY TIME SHEET

Name of Employee _____
Dept. _____

For week Ending _____ 19 _____
Eligible for () Compensatory Time () Overtime Pay

DAY OF WEEK	Morning		Afternoon		OTHER	For office use only		
	IN	OUT	IN	OUT		Regular Hours	Overtime Hours	Other
MONDAY								
TUESDAY								
WEDNESDAY								
THURSDAY								
FRIDAY								
SATURDAY								
SUNDAY								
TOTALS								

This Time Sheet Must Be Completed By Employee

Approved: _____
Supervisor Employee

ATTACHMENT 8

STUDENT INTERN WORK ACTIVITY PLAN

Please prepare one form bi-weekly for each intern

WEEK(S) OF: _____

FIRM: _____

SUPERVISOR: _____

INTERN: _____

INTERN ACTIVITIES

ACTIVITY	DESCRIPTION
1. _____	_____
% Time _____	_____
	_____
	_____
	EXPERIENCE/SKILLS REQUIRED:
	_____
	_____
	_____
2. _____	_____
% Time _____	_____
	_____
	_____
	EXPERIENCE/SKILLS REQUIRED:
	_____
	_____
	_____
	_____
3. _____	_____
% Time _____	_____
	_____
	_____
	EXPERIENCE/SKILLS REQUIRED:
	_____
	_____
	_____
	_____

ATTACHMENT 9

CITY OF LOUISVILLE
STUDENT CAREER INTRODUCTION PROGRAM
EMPLOYER'S EVALUATION OF STUDENT INTERN

NAME _____ SCHOOL _____

WORK PERIOD FROM _____ TO _____ ASSIGNMENT(S) _____

EMPLOYER _____

INSTRUCTIONS: The immediate supervisor will evaluate the student objectively, comparing him with other students of comparable academic level, with other personnel assigned the same or similarly classified jobs, or with individual standards.

RELATIONS WITH OTHERS

____ Exceptionally well accepted
____ Works well with others
____ Gets along satisfactorily
____ Has some difficulty working with others
____ Works very poorly with others

ATTITUDE - APPLICATION TO WORK

____ Outstanding in enthusiasm
____ Very interested and industrious
____ Average in diligence and interest
____ Somewhat indifferent
____ Definitely not interested

JUDGMENT

____ Exceptionally mature
____ Above average in making decisions
____ Usually makes the right decision
____ Often uses poor judgment
____ Consistently uses bad judgment

DEPENDABILITY

____ Completely dependable
____ Above average in dependability
____ Usually dependable
____ Sometimes neglectful or careless
____ Unreliable

ABILITY TO LEARN

____ Learns very quickly
____ Learns readily
____ Average in learning
____ Rather slow to learn
____ Very slow to learn

QUALITY OF WORK

____ Excellent
____ Very Good
____ Average
____ Below Average
____ Very Poor

ATTENDANCE	Regular	Irregular	PUNCTUALITY:	Regular	Irregular
	Outstanding	Very Good	Average	Marginal	Unsatisfactory

What traits may help or hinder the student's advancement?

This report has been discussed with student ___ Yes ___ No

Signed: _____ Date _____

ATTACHMENT 10

STUDENT CAREER INTRODUCTION PROGRAM
Economic Development Cabinet
City Hall Annex
609 West Jefferson
Louisville, Kentucky 40202

UNIVERSITY OF KENTUCKY
Post-Employment Training
June 9 - June 28

This form must be completed by parent/guardian.

NAME _____ Birthdate _____ Sex _____

PARENT/GUARDIAN _____ Phone _____

HOME ADDRESS _____

If not available in an emergency, notify:

1. _____ Phone _____

2. _____ Phone _____

MEDICAL HISTORY

Operations of Serious Injuries (Dates) _____

_____

Chronic or Recurring Illness _____

_____

Allergies and/or other Diseases _____

_____

INSURANCE COMPANY _____ Policy No. _____

MEDICAL CARD _____ Yes _____ No (Please provide copy if applicable.)

Any Specific Activities to be Encouraged? _____

Any Specific Activities to be Restricted? _____

ATTACHMENT 12

Recommendations and Restrictions while at UK? _____

Special Diet _____

Special Medicine (name it) _____

If special medicine, is parent sending it? _____

Swimming, diving, others _____

Strenuous activity _____

Other _____

SUGGESTIONS FROM PARENTS _____

_____

_____

_____ _____

PARENT/GUARDIAN SIGNATURE DATE

_____ _____

PARENT/GUARDIAN SIGNATURE DATE

_____ _____

STUDENT SIGNATURE DATE

_____ _____

COORDINATOR SIGNATURE DATE

ATTACHMENT 12 (cont'd)

STUDENT CAREER INTRODUCTION PROGRAM

University of Kentucky
Post-Employment Training
June 9 - June 28, 1985

GENERAL INFORMATION

1. You are expected to be on time for classes and group activities. If you are late, the rest of the group will be affected.

2. Coordinator is the supervisor and is assisted by two physical education specialists. The male students will have a male physical education specialist; the females will have a physical education specialist on one floor and the Coordinator will be on the second female floor.

3. If a student has a problem, he/she should report to his/her direct supervisor and finally to the Coordinator if the problem has not been resolved.

4. Each student is assigned a meal ticket. The student can charge up to $2.25 for breakfast, $3 for lunch and $3.75 for supper. If student does not spend the allotted amount per meal, the amount unused does not carry over to the next meal.

5. Each student is issued a key to his/her room.

6. Coordinator has a basic first-aid kit for minor injuries.

7. Washers and dryers are located in the basement of the dormitory. The cost per load to wash is 50¢ and to dry is 50¢.

8. Vending machines are located in the basement. Normal cost per item is 30¢ to 50¢.

9. Students can have non-perishable food items (in sealed containers) in their rooms.

10. Custodial staff will pick up garbage each morning.

11. Student is provided the following on a weekly basis: 3 towels, 2 sheets, 1 pillowcase, 1 blanket, and 2 small bars of soap. The custodians will change the beds each Monday morning.

12. There is a phone in each room for local calls. Family and friends can write to you while at UK. The address is in the brochure.

ATTACHMENT 13

STUDENT CAREER INTRODUCTION PROGRAM

University of Kentucky
Post-Employment Training
June 9 - June 28, 1985

RULES

1. Student is required to attend all scheduled classes.

2. No smoking is allowed unless parents have signed permission slips.

3. No drug/alcohol use is allowed. If student uses drugs and/or alcohol, student is immediately suspended and sent home at the parents' expense.

4. Curfew is 10 p.m. on weekdays and 11 p.m. on weekends. Students are required to be in the dorm by curfew.

5. No males are allowed in the rooms of the females; no females are allowed in the rooms of the males. Males and females are allowed to visit only in the lounge areas of the dormitory.

6. Students will lock their door when leaving the dormitory room.

7. Students are required to sign out when leaving the dorm and to sign in when they have returned.

8. When leaving the dormitory, students must be in groups of at least two.

9. Student is responsible for sheets, pillowcases, blankets, and towels issued by the University of Kentucky. Student will pay the university for any item that is lost or damaged.

ATTACHMENT 14

STUDENT CAREER INTRODUCTION PROGRAM

University of Kentucky
Post-Employment Training
June 9 - June 28, 1985

DISCIPLINE METHOD

1. The first time a student breaks a rule, that student will be given a WARNING.

2. The second time a student breaks a rule, that student will be given a SECOND WARNING and parents will be sent a copy of the warning.

3. The third time a student breaks a rule, that student will be sent home at the parents' expense.

EXCEPTIONS:

If a student is caught smoking without parental permission, the student will be placed on probation after the first warning and sent home at the parents' expense after the second warning.

Use of any drug (unless prescribed) and/or alcohol will result in immediate expulsion from the program and that student will be sent home at the parents' expense.

Any student participating in any type of sexual activity will result in immediate expulsion from the program and that student will be sent home at the parents' expense.

ATTACHMENT 15

STUDENT CAREER INTRODUCTION PROGRAM

University of Kentucky
Post-Employment Training
June 9 - June 28, 1985

DISCIPLINE - WARNING

On June _____, 19__, _____ received the _____ warning for the following action(s):

_____

_____.

I understand that my parents will receive a copy of a second warning. I have received the warning. A duplicate copy is being retained by the Coordinator.

_____ _____
STUDENT DATE

_____ _____
COORDINATOR DATE

ATTACHMENT 15

STUDENT CAREER INTRODUCTION PROGRAM

University of Kentucky
Post-Employment Training
June 9 - June 28, 1985

INVENTORY FORM

I, the undersigned, have received the following items:

_____ 2 sheets

_____ 1 pillowcase

_____ 1 blanket

_____ 3 bath towels

_____ 1 meal ticket

_____ 1 key

I understand that I am responsible for any damage or loss of the above-named items. In the event of any damage or loss, I am responsible for paying for the item.

_____ _____
STUDENT DATE

_____ _____
COORDINATOR DATE

ATTACHMENT 16

TRAVEL RELEASE

I, _____, being the parent/guardian of _____, do hereby consent and authorize designated University of Kentucky representatives and the Student Career Introduction Program coordinator to transport the above-named child on trips outside of Jefferson County, specifically to the University of Kentucky, the Kentucky Horse Park, Fort Boonesboro Park and to any other authorized SCIP field trips. I understand that my child is covered by insurance while being transported. I understand that in the event my child leaves the University of Kentucky campus, unless on planned SCIP activities, he/she is not covered by any insurance of the University of Kentucky.

_____ _____

PARENT/GUARDIAN DATE

_____ _____

PARENT/GUARDIAN DATE

SMOKING PERMIT

I hereby give my consent for _____ to smoke and/or chew tobacco while at the University of Kentucky. I understand that the above activities will be allowed in designated areas only and that failure to comply will result in my child being placed on probation, after the first warning and sent home at the parents' expense after the second warning. I understand that my child is not allowed to use any alcohol and/or drugs (unless prescribed by a doctor and Coordinator has been informed of such). Use of any alcohol and/or drugs will result in immediate expulsion from the program and child will be sent home at the parents' expense.

_____ _____

PARENT/GUARDIAN DATE

ATTACHMENT 17

MEDICAL RELEASE

I, _____, being the parent/guardian of _____, do hereby state that the health history on the application is correct as far as I know, and the person herein described has permission to engage in all prescribed activities, except as noted by me. I hereby give my consent for emergency medical treatment. I understand that in the event of an emergency illness or injury, I will be notified as soon as possible. In the event I cannot be reached in an emergency, I hereby give permission to the physician selected by the SCIP Coordinator or designated representatives of the University of Kentucky to hospitalize, secure proper treatment for, and to order injection, anesthesia or surgery for my child as named above. It is understood that parents/guardians are responsible for payment of medical/health care. This form is valid until such time a written statement from the parent/guardian is received stating otherwise.

_____ _____

PARENT/GUARDIAN DATE

_____ _____

PARENT/GUARDIAN DATE

Emergency Contact Person _____

NAME PHONE

Family Physician _____

NAME PHONE

Blood Type _____

ATTACHMENT 17

JUNE

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
May 1985 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	July 1985 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31					1
2	3	4	5	6	7	8
9 1:00 Leave for UK 601 W. Jefferson City Hall 3:00 Arrive at UK check in dorms 5-6:00 Supper	10 8:15 Orientation 9:15 Class Schedule	11 CLASS SCHEDULE	12 CLASS SCHEDULE	13 CLASS SCHEDULE	14 CLASS SCHEDULE	15 12:00-9:00 p.m. Fort Boonesboro
16 FATHER'S DAY Open Activities	17 CLASS SCHEDULE	18 CLASS SCHEDULE	19 CLASS SCHEDULE	20 CLASS SCHEDULE	21 CLASS SCHEDULE	22 12:00-9:00 p.m. Ky. Horse Park
23 Open Activities 30	24 CLASS SCHEDULE	25 CLASS SCHEDULE	26 CLASS SCHEDULE	27 CLASS SCHEDULE	28 Morning Class Schedule 1:30 Leave for Lou 3:00 Arrive in Lou	29

ATTACHMENT 18

STUDENT CAREER INTRODUCTION PROGRAM

University of Kentucky
Post-Employment Training
June 9 - June 28, 1985

CLASS SCHEDULE

Monday through Friday

7 - 8 a.m.	Breakfast - Commons Cafeteria
8:15 - 9:15 a.m.	Career Development Class Chemistry Building, #53, Room 220
9:30 - 11:30 a.m.	Specialized Class Accounting - Business & Econ. #47 Engineering - Anderson Hall, #46 Architecture - Pence Hall, #50
11:30 - 1 p.m.	Lunch
1 - 3 p.m.	Computer Science Lab McVey Hall, #51, Room 103
3:15 - 4:15 p.m.	Library Science Library, #43
4:30 - 6:30 p.m.	Recreation
10 p.m.	Curfew
11 p.m.	Lights Out

* All the meals, with the exception of the off-campus trips, will be held at the Commons Cafeteria.

ATTACHMENT 19

CLASS SCHEDULE

Saturday, June 15 and 22

8 - 8:30 a.m.	Breakfast
11 - 11:30 a.m.	Lunch
12 - 9 p.m.	June 15 - Fort Boonesboro June 22 - Kentucky Horse Park
11 p.m.	Curfew

Sunday

8 - 8:30 a.m.	Breakfast
12 - 1 p.m.	Lunch
5 - 6 p.m.	Supper
10 p.m.	Curfew
11 p.m.	Lights Out

* There are not any set activities on Sunday. If you wish to attend church, a list of the churches close to the campus is at the reception desk.

STUDENT CAREER EXPLORATION PROGRAM

UNIVERSITY OF KENTUCKY

June 10 28, 1985

8:15 - 9:15 a.m.	Career Lectures	Chemistry/Physics 220
9:30 - 11:30 a.m.	Engineering	Anderson Hall 453F
	Accounting	Business and Economics 105
	Architecture	Pence Hall 106 and 113
11:30 - 1 p.m.	Lunch	Kirwan-Blanding Cafeteria
1 - 3 p.m.	Computer Science	McVey Hall 103
3:15 - 4:15 p.m.	Library Science	King Library 104, 518
	Information Systems	

ATTACHMENT 19 (cont'd)

INTRODUCTION TO THE UNIVERSITY LIBRARIES

10 June Mon — PEAL GALLERY:
Welcome and Introduction to the Library System;
Orientation Tour of King Library

GROUP A (Rm. 104)

11	Tu	The Card Catalog
12	W	General References Sources
13	Th	Periodical Indexes
14	F	" "

17	Mon	Gov't Publications
18	Tu	Business Library
19	W	Special Collections
20	Th	Periodicals/Microforms
21	F	PEAL GALLERY:

Review of information sources and library use

24	Mon	Architecture
25	Tu	Engineering
26	W	Agriculture
27	Th	PEAL GALLERY: Wrap-up

LIBRARY STAFF: Brad Grissom
Karen Cobb

Reference Department
King Library
257-8397

ATTACHMENT 19 (cont'd)

STUDENT CAREER INTRODUCTION PROGRAM

University of Kentucky
Post-Employment Training
June 9 - June 28, 1985

Toothbrush/toothpaste
Shampoo
Deodorant
Soap
Washcloths
Soap Powder
Notebook (4 section)
Pen/pencil
Alarm clock
Casual Clothing (no short shorts or halter tops)
Swimsuit
Pillow
Umbrella
Spending Money

Optional

Cosmetics
Shaving items
Radio
Hairdryer
Dress outfits
Games
Camera
Jewelry (do not take expensive)
Medicine (if prescribed)

ATTACHMENT 20

STUDENT CAREER INTRODUCTION PROGRAM

University of Kentucky
June 9 - June 28, 1985

EVALUATION FORM

Your input on this evaluation form is extremely important in assessing the positives and negatives of the post-employment training. Please do not sign your name. Your answers are kept confidential.

Use the following scale to rate the quality of each specific area:

1 Excellent
2 Very Good
3 Good
4 Fair
5 Poor
6 Very Poor
7 No Comment

Also, please feel welcome to make any comments in the space allotted.

Thank you for your assistance and honesty in evaluating the program.

WHAT WAS YOUR SPECIALIZED CLASS? _____

ATTACHMENT 21

_____ 1. Quality of speakers in Career Development class.

_____ 2. Information received on specialized careers.

_____ 3. Information received on enrolling in a college/university.

_____ 4. Does the information on careers help in your making a better career choice?

_____ 5. Rank the classroom for the lectures in reference to being adequate for the class.

_____ 6. How does the information received in your specialized class relate to your high school studies?

_____ 7. How well was the information relayed to you by your instructor?

_____ 8. Was the instructor attentive to your questions?

_____ 9. How well can you apply what you learned in the classroom?

_____ 10. How would you rate the classroom setting?

_____ 11. If you had lab work, how would you rate the quality of the instruction?

_____ 12. If you had lab work, how would you rate the facility?

_____ 13. Please rank your instructor (name of person if more than one:

_____

_____ 14. _____

_____ 15. _____

_____ 16. _____

_____ 17. _____

_____ 18. _____

_____ 19. _____

_____ 20. _____

_____ 21. How would you rank the organization of the classwork?

_____ 22. How would you rate the length of the classes:
Career Development

_____ 23. Specialized class

_____ 24. Computer Science class

A T T A C H M E N T 2 1 (cont'd)

_____ 25. Library Science

_____ 26. Computer Graphics

_____ 27. Rate the quality of the computer science instruction.

_____ 28. Rate the quality of the library science instruction.

_____ 29. How would you rate your dorm room?

_____ 30. How would you rate the front desk service of the dorm?

_____ 31. How would you rate the cleaning services of the dorm?

_____ 32. How would you rate the food in the cafeteria?

_____ 33. How would you rate the service in the cafeteria?

_____ 34. How would you rate the recreation facilities at UK?

_____ 35. How would you rate the field trip to Fort Boonesboro?

_____ 36. How would you rate the field trip to the Horse Park?

_____ 37. How would you rate the extra activities planned?

_____ 38. How would you rate the male P.E. Specialist?

_____ 39. How would you rate the female P.E. Specialist?

_____ 40. How would you rate the Coordinator?

_____ 41. What is your overall rating of the post-employment training?

C O M M E N T S

_____

_____

_____

_____

_____

_____

_____

_____

A T T A C H M E N T 2 1 - (cont'd)

STUDENT CAREER INTRODUCTION PROGRAM
CITY OF LOUISVILLE

University of Kentucky
June 9 - June 28, 1985

S T U D E N T E V A L U A T I O N

Student Name _____ Class _____

Please evaluate the student in comparison to other students in the class and on his/her abilities displayed in the classroom and lab settings.

JUDGMENT

____ Exceptionally mature
____ Above average in making decisions
____ Usually makes the right decision
____ Often uses poor judgment
____ Consistently uses bad judgment

ATTITUDE - APPLICATION TO WORK

____ Outstanding in enthusiasm
____ Very interested and industrious
____ Average in diligence and interest
____ Somewhat indifferent
____ Definitely not interested

ABILITY TO LEARN

____ Learns very quickly
____ Learns readily
____ Average in learning
____ Rather slow to learn
____ Very slow to learn

QUALITY OF WORK

____ Excellent
____ Very Good
____ Average
____ Below Average
____ Very Poor

OVERALL PERFORMANCE (Please circle one) Outstanding Very Good Average Marginal Unsatisfactory

Please give your assessment of the student's performance. Your assistance is greatly appreciated.

_____

_____

_____

_____

_____

Instructor: _____ Date _____

A T T A C H M E N T 2 2

SUPERINTENDENT ALICE MCDONALD

News Conference
September 17, 1984

It is with great pleasure that I join with Mayor Sloane and members of Louisville's business community to launch a project which we all believe will benefit the future of this city in many ways.

It is an opportunity to display what the state Department of Education has been emphasizing during recent months--that education must be a cooperative effort between businesses, government and the community as a whole.

The Kentucky Department of Education is excited about the program for a number of reasons.

First, and probably most important, is that the Student Career Introduction Program will provide experience for 40 students who, statistics show, would otherwise not seek a career in fields involving the subjects of mathematics, science and accounting. High schools juniors this year will be able to explore these related careers through direct on-the-job experience, thanks to the commitment which has been made by Louisville businesses.

Beginning October first, students will actually be on the job in 13-week cycles, being exposed to such types of work as engineering, architecture, urban planning, graphic arts, drafting, computer usage and accounting.

The Department of Education will also be working with these youngsters on employability skills. We'll be teaching them such things as how to prepare a resume and how to go about a job interview.

The students will not finish this program at the end of the school year, but will continue their education.

The bulk of the money which the Department of Education is providing is for post-training which will occur next June. All 40 participants will spend most of that month in a college environment receiving in-depth training in such areas as architecture, engineering or accounting, as well as participating in other carefully planned activities.

ATTACHMENT 23

The students will then be further encouraged to emphasize study in math, science and accounting during their senior year of high school. It is then hoped that the students will further their knowledge in these professional areas by attending college or a technical school.

The second advantage is that we are hopeful that the Louisville Student Career Introduction Program will be a pilot for expanded use in other areas of the state. We at the state department would like to use this model to encourage other cities to give students with similar disadvantages a chance at a successful career.

And, finally, we are optimistic that this program will have long-range impact on the City of Louisville. As Louisville continues to grow, demands for expertise in the more technical fields in an increase. Hopefully, these same young people to whom the city is giving a chance will give something themselves some day in return. That gift will be their knowledge and acquired skills, enhanced by their appreciation for the city that gave them a chance.

So, Mayor Sloane, Mr. Corradino, we at the Department of Education are ready to go with this project. We look forward to working with the city, its business community, and especially the 40 young people who will be our future leaders.

FOR IMMEDIATE RELEASE
November 15, 1984

Students selected for jobs program

Twenty-two Jefferson County Public Schools' students will participate in the City of Louisville's Student Career Introduction Program. The program is designed to introduce high school juniors to careers in accounting, engineering, and architecture.

Beginning Monday, November 26, the students will participate in two hours of career exploration and training activities daily after school. Students will be paid four dollars an hour for their participation. More than 50 students applied for the program. The 22 JCPS students were among 30 selected from all the public, parochial and private schools. Students were recommended for the program by their principal, counselor or teacher and each had to meet academic guidelines and be city residents in order to qualify.

The program is funded by grants from the Jobs Training Partnership Act and the Kentucky Department of Education through the city's Economic Development Cabinet. The total program is a result of an Executive Order signed by Mayor Harvey Sloane in September. The Executive Order requires all contracts with the city of $40,000 or more in the field of architecture, engineering and accounting to include provisions that utilize students in on-the-job training.

The program is divided into fall and spring cycles. Each cycle will provide students with pre-employment, on-the-job, and post-employment training. All training will be provided by the Kentucky Department of Education. The first training session was conducted November 12 - 16, at Central High School.

For more information, contact Rande N. Swann, public information officer/public affairs director, at 456-3357 or Gwen Nelson, education liaison, Economic Development Cabinet, at 587-3051. A list of participants is attached.
Attachment

ATTACHMENT 24

STUDENT CAREER INTRODUCTION PROGRAM (FALL CYCLE)

FAIRDALE HIGH SCHOOL

Neshia White

VALLEY HIGH SCHOOL

Tia Bell
Ceatrice O'Neal

MALE TRADITIONAL HIGH SCHOOL

Shannon Griffith

PLEASURE RIDGE PARK HIGH SCHOOL

Barbara France

BROWN SCHOOL

Kimberly Hazelwood
Margaret O'Neil

ATHERTON HIGH SCHOOL

Patricia Abeguende
Georgina Young
Tracy Biggers

SHAWNEE HIGH SCHOOL

Christopher Starck
Antonio Wilson
Dena Bright

DOSS HIGH SCHOOL

Miggeletta Wade

MANUAL HIGH SCHOOL

Debra Malone
Deborah Miller
Stacy Ralston
George Morse
David Kuhn
Ramona Willbanks
JaRayee King

WAGGENER HIGH SCHOOL

Veruschka Hooper

ATTACHMENT 24 (cont'd)

City of Louisville

CITY OF LOVISVILLE
1778

HARVEY I. SLOANE
MAYOR

THE STUDENT CAREER INTRODUCTION PROGRAM

presents

"SCIP into SPRING"
Progress Seminar

Masterson's, The Louisville Room
1830 South Third Street

April 26, 1985
3:30 p.m. to 5:30 p.m.

GUEST SPEAKERS:

MRS. PATRICIA PERRY, Vice-President
Arrasmith, Judd, Rapp, Inc.
Architects, Engineers & Planners

MRS. JOYCE SMITH, Certified Public Accountant
Coopers & Lybrand, Certified Public Accountants

MRS. CAROLYN WILLIAMS, Junior Engineer
City of Louisville, Public Works Department
Engineering Administration

Cover Art "Docking the Belle" by Bob Brown, used by permission